

Rebarcoding protocol

We need to rebarcode a total of 99 boxes, between 667 and 796. There are some gaps in between that don't need to be redone, they are marked in the collection with post-its. There is also a printed list on the barcoding table where all the boxes we need to redo are listed and can be checked off once they are done.

Rebarcoding:

1. Open document "Rebarcoding.xlsx" under "N:\SCI-SNM-DigitalCollections\DaSSCo\Workflows and workstations\Herbarium\Rebarcoding and Reimaging\Rebarcoding.xlsx".
2. Pick next box needing rebarcoding from collection (there is a cardboard shield that should mark the current progress, and the areas we can skip are marked with post-its).
3. Enter the box number into the column "box Nr.", and remember to fill this down once you're done with a box.
4. **Scan the first barcode into the column "old barcode"**
5. Scan a new barcode into the column "new barcode" and stick it over the old barcode, trying to cover it as cleanly as possible.
6. Once you are done with a box, place it into the cart for imaging and proceed with the next box.
7. Tick each box off as "rebarcoded" on the list on the table.
8. When you are done with rebarcoding for the day, save a copy of the "Rebarcoding.xlsx" file in the folder "Rebarcoding_saves" using this naming convention: "Rebarcoding_YYYYMMDD_Initials", e.g. "Rebarcoding_20241108_RL".

Reimaging:

9. Image the rebarcoded boxes in the cart as usual.
10. Tick each box off as "reimaged" on the list on the table
11. Put the box back into the collection and move the "rebarcoded" sign.

REMEMBER: ALWAYS scan the old barcode before sticking a new one over it!!!

At the end of the day, make sure that you ticked everything off on the list on the table, added all box numbers to the savefile and moved the cardboard marker in the collection.